



# United States Department of the Interior


OFFICE OF THE ASSISTANT SECRETARY  
POLICY, MANAGEMENT AND BUDGET  
Washington, DC 20240



MAR 17 2005

## Memorandum

To: Assistant Secretaries  
Heads of Bureaus and Offices

From: P. Lynn Scarlett 

Subject: 2005 Department of the Interior Environmental Achievement Award -  
Call for Nominations (Response Due: May 20, 2005)

I am pleased to invite nominations for the 2005 Department of the Interior Environmental Achievement Awards. This Award recognizes Departmental employees and teams as well as Departmental cooperators (contractors or outside partners) who have attained exceptional environmental achievements under the following policies and Executive Orders (EOs): Departmental Manual policy - *Compliance with Waste Management Requirements* (518 DM 2); the *Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling and Federal Acquisition*; EO 13101 - *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*; EO 13148 - *Greening the Government Through Leadership in Environmental Management*; and, EO 13123 - *Greening the Government Through Efficient Energy Management*.

The categories of the Department of the Interior Environmental Achievement Awards program reflect those in the White House Closing the Circle Award by the Office of the Federal Environmental Executive. Only recipients of the 2005 Award will be eligible for nomination to the 2006 White House Closing the Circle Awards.

This year's award categories are:

- Waste/Pollution Prevention
- Recycling
- Green Purchasing
- Environmental Management Systems
- Sustainable Design/Green Building
- Minimizing Petroleum Use in Transportation
- Environmental Stewardship

Descriptions of the award categories and the evaluation criteria are included in the attachment.

This award seeks to recognize recipients that are worthy of replication across the Department. Also, excellent environmental compliance is a requirement for receiving the award. In addition, there must be no environmental compliance problems (e.g., EPA or State fines and penalties levied against a facility or open environmental audit findings) associated with a particular nomination. Therefore, Bureau Award Coordinators are required to verify that all recommended award recipients are in compliance with applicable environmental laws and regulations or that all compliance-related problems have been addressed. Likewise, by their signature on the Memorandum of Nomination, Heads of Bureaus and offices certify that there are no environmental compliance problems associated with the submitted nominations or that all compliance-related problems have been addressed. The Department reserves the right to withhold recognition from recommended recipients who have violated any federal, state or local rules, laws, or regulations.

For 2005, Bureau and Office award coordinators, in coordination with Bureau environmental program staff, are requested to screen award nominations and forward only their seven best nominations.

Along with each nomination, please submit a memorandum of nomination from the Head of your Bureau or office (e.g., Director, Bureau of Land Management) to Director, Office of Environmental Policy and Compliance by COB **May 20, 2005**. The seven best nominations from each Bureau or office should be submitted on-line by **May 20, 2005**. The on-line submission website address is: <http://www.doi.gov/greening/awards>. Electronic submissions will be accepted on compact disk (CD) from organizations without access to the Internet. A list of Bureau Environmental Award Coordinators is on page seven of the attachment.

I want to encourage your Bureau and office to submit nominations to the 2005 Department of the Interior Environmental Achievement Awards. I look forward to the recognition of outstanding Bureau and office environmental programs.

The 2004 Awards recipient accomplishments are available on the *Greening Interior* website, <http://www.doi.gov/greening/awards>.

If you have any policy questions concerning the Awards, please contact Willie R. Taylor, Director, Office of Environmental Policy and Compliance, at (202) 208-3891. Questions regarding nomination submission criteria may be addressed to Catherine Cesnik, Solid and Hazardous Materials Management Team, at (650) 329-5185 or [Catherine\\_Cesnik@ios.doi.gov](mailto:Catherine_Cesnik@ios.doi.gov).

Attachment

cc: Solicitor  
Bureau Award Coordinators

Regional Environmental Officers  
Greening the Interior Partnership Members  
DOI EMS Council  
Bureau Environmental & Hazardous Materials Contacts  
Office of Personnel  
Office of Acquisition and Property Management

**Attachment**  
**Evaluation Criteria and Award Categories**  
**2005 Department of the Interior Environmental Achievement Awards**

## **SCOPE**

The Department of the Interior Environmental Achievement Award (Award) recognizes Interior employees and teams as well as Interior cooperators (contractors or outside partners) who have attained exceptional environmental achievements under the following policies and Executive Orders (EOs):

- Departmental Manual - Compliance with Waste Management Requirements (518 DM 2)  
Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling and Federal Acquisition  
EO 13101 - Greening the Government through Waste Prevention, Recycling, and Federal Acquisition  
EO 13123 - Greening the Government through Efficient Energy Management  
EO 13148 - Greening the Government through Leadership in Environmental Management

Additionally, the Environmental Stewardship category recognizes efforts that fall outside of the above, such as land and ecosystem restoration.

## **AWARD TYPES**

**Individual:** an Interior employee.

**Team:** combination of Interior employees; may include non-Interior employees.

**Cooperator:** an Interior partner organization, which may be a contractor, another Federal/State agency, Tribal nation or organization, or non-profit entity.

## **AWARD CATEGORIES**

### **Environmental Stewardship**

Environmental Stewardship recognizes efforts that lay a foundation for and support far-reaching environmental improvements and initiatives throughout Interior and our Nation's ecosystems. Examples of such improvements or initiatives would be in areas such as bureau operations, land management practices, technology enhancement/transfer, environmental education/training, policy making, program infrastructure development, and research.

**Waste/Pollution Prevention**

Waste/Pollution Prevention recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution from a site, facility, or operation through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13101 and/or E.O. 13148.

**Recycling**

Recycling recognizes outstanding activities - including collection, separation, and processing - by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than use as fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.

**Green Purchasing**

Green Purchasing recognizes effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. Preference will be given to nominations that include both purchasing of recycled content products and purchasing of either environmentally preferable or biobased products. For recycled content products, this award category focuses on, but is not limited to, those products designated in the Environmental Protection Agency's Comprehensive Procurement Guidelines (CPG). For environmentally preferable products, this award category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services. Preference also will be given for outreach programs/projects or educational efforts designed to promote the green purchasing objectives of E.O. 13101.

**Sustainable Design/Green Building**

Sustainable Design/Green Building recognizes innovative Federal government sustainable design and green building projects. Nominations are limited to projects

which have been completed, are under construction, or have completed the planning process and has been awarded to a successful bidder (preference will be given to completed projects). Nominations should address all facets of a structure/project's life cycle (i.e. encompass project design, energy efficiency, materials usage, and building operations). Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities. Preference also will be given for outreach programs/projects or educational efforts designed to promote sustainable buildings.

### **Minimizing Petroleum Use in Transportation**

Minimizing Petroleum Use in Transportation recognizes programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle or NEV acquisition and use; or any other methods your fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.

### **DOI Environmental Management Systems**

DOI Environmental Management Systems recognizes effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of facility-level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should include also a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision making. Preference also will be given for outreach programs/projects or educational efforts to promote EMS internally or externally.

### **AWARD PROCESS:**

**Step 1: SUBMIT NOMINATIONS ON-LINE at: [www.doi.gov/greening/awards](http://www.doi.gov/greening/awards).**

Your Bureau or office may have attached specific guidelines for the submission of nominations within your organization. If so, please follow your Bureau or

office directions and deadlines. [Electronic submissions will be accepted on compact disk (CD) from organizations without access to the Internet. Contact Catherine Cesnik at 650-329-5186 for details].

- Step 2: BUREAU or OFFICE SCREENING.** Bureau or office awards program coordinators, in coordination with environmental management staff, will have access to on-line submissions to screen the nominations for appropriateness, completeness, environmental compliance, and overall merit. Bureaus or offices are asked to forward only their seven best nominations.
- Step 3: BY MAY 20, MEMORANDUM FROM HEAD OF BUREAU or OFFICE.** Bureau or office award coordinators will prepare a memorandum from your Bureau or office head nominating your project to the Director, Office of Environmental Policy and Compliance (OEPC). Bureau and office heads, by their signature on this memorandum certify that nominations are in compliance with federal, state, and local environmental laws and regulations, or that compliance-related issues have been addressed. All nominations must be nominated by your Bureau or office head.
- Step 4: EVALUATION OF NOMINATIONS BY AWARDS PANEL.** OEPC convenes a panel of representatives from Bureaus and offices to judge the nominations using the evaluation criteria below. The panel recommends recipients to OEPC.
- Step 5: RECOMMENDATIONS FINALIZED.** The Director, OEPC, will review the panel recommendations of Award recipients and prepare them for final consideration by the Assistant Secretary- Policy, Management and Budget.
- Step 6: FINAL APPROVAL.** The Assistant Secretary- Policy, Management and Budget, who is also the designated Agency Environmental Executive, will give final approval of Award recipients.
- Step 7: NOTIFICATION AND RECOGNITION CEREMONY.** After final approval, recipients will be notified by the DOI Environmental Award Coordinator through the Director, OEPC. The awards ceremony and luncheon are tentatively scheduled for September 2005 in Washington, D.C. Recognition includes an award, a display in the Interior Museum Award case, and a highlight in *People, Land and Water*. Bureaus and offices are responsible for travel costs for their award recipients.

## **EVALUATION CRITERIA**

A panel of Bureau and office representatives convened by the Office of Environmental Policy and Compliance (OEPC) will review and recommend Award recipients using the following four criteria.

### **Criteria 1: Need & Implementation**

A clear, compelling environmental need for the project.  
Challenges overcome to complete the project or action.

- Support for Federal/Departmental/Bureau initiatives, such as:
    - environmental initiatives,
    - streamlined procedures,
    - sound life-cycle cost accounting, and
    - performance measures.
  - Departmental and third-party audits to improve project performance.
  - Applicable Federal, State, and local laws, Executive Orders, Tribal codes and ordinances, and Departmental and Bureau policies were followed.
- Achievement of a recognized benchmark of environmental performance may have been demonstrated by third party certification: such as
- the International Standards Organization (ISO 14000 series),
  - National Environmental Performance Track,
  - Green Seal product and service standards, and
  - the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) rating systems.

### **Criteria 2: Innovation**

The project uses innovative techniques or technologies.  
Project creates solutions to a common problem(s) faced across DOI.

### **Criteria 3: Partnering and the 4Cs**

Project is exemplary in applying of Secretary Norton's 4C's (communication, consultation, and cooperation all in the service of conservation). For example, project leaders would have succeeded in bringing together parties with differing resources and perspectives to share cooperatively in the work of the project and/or created sustaining relationships with your bureau or office that will further the parties involvement in stewardship of public lands.



Critical project information, including rationale and results, were communicated in a variety of ways to multiple communities or stakeholders affected by or interested in the project or action, such as tribal communities, citizen organizations, townships, etc. (e.g. informative publications may have been translated into other languages for use by the public).

#### **Criteria 4: Scope of Project Impact**

Completed project contributed significantly to the improvement of the environment.

Other Interior sites or Federal entities could replicate the strategies and techniques proven successful by this project.

The project provides continuing and accruing benefits to your Bureau or office.

Quantitative data shows improved performance over past years (e.g. reduced pounds of waste, increased percentage of green purchasing, units of energy saved, etc.).

- The project must be complete or shows several years of data/results.  
If a project is resubmitting for an award, the current nomination must demonstrate a significant improvement over the previous nomination for same project.  
Nominations submitted for contractors must demonstrate they have exceeded their contract's requirements for environmental achievement.

#### **TIPS FOR WRITING A GOOD NOMINATION**

These tips are suggested by past judges.

**Tip 1:** Review the summaries of the past award recipients at [www.doi.gov/greening/awards](http://www.doi.gov/greening/awards).

**Tip 2:** Use headings and bullets to separate important components of your narrative.

**Tip 3:** If your project falls in more than one award category, write only one nomination that demonstrates the full scope of your program, and select the closest award category.

**Tip 4:** If your project was a team effort, do not nominate only a single individual. In the past, judges have looked askance at nominations that single out an individual, without a clear justification of why the individual's accomplishments separate them from the team.

**Tip 5:** If your project encompasses more than one Bureau or office, write one team nomination that demonstrates the full scope of the program. Select a lead Bureau to write and submit the nomination.

**Tip 6:** Use quantitative data whenever possible (e.g. square feet, pounds and percentage increased).

**Tip 7:** Submit a succinct, informative abstract of achievement to show judges your program's key components.

**Tip 8:** Closely read the evaluation criteria that will be used by judges to score your nomination.

**Tip 9 (For Contractors):**

- Clearly show your company's relationship to the project and to DOI as a whole.
- Explain your company's role in the project.
- Demonstrate how your company exceeded its contract requirements for environmental achievement.

**QUESTIONS AND OFF-INTERNET SUBMISSIONS**

If you have any questions that cannot be answered by your Bureau' or office environmental award coordinator, or if you do not have internet access, please contact Catherine Cesnik, Office of Environmental Policy and Compliance, at (650) 329-5186, [Catherine\\_Cesnik@ios.doi.gov](mailto:Catherine_Cesnik@ios.doi.gov), or at the following address.

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### ENVIRONMENTAL AWARD COORDINATORS

Bureau	Coordinator	Telephone or Fax	Email or Mailing Address
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\* Primary Contact

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